

**Montgomery County Maryland
Public Library Meeting Room Application
Fiscal Year 2003**

Name of Organization: _____

Address of Organization: _____
(Montgomery County)

Phone Number of Organization: () _____ Fax Number: () _____

Name of Contact Person: _____ Daytime Phone No: () _____

Position of Contact Person (with Organization): _____

Address of Contact Person: _____
(If different than organization)

Nature of Organization: _____ Nature of Meeting: _____

Number of persons expected: _____ Large Room Small Room
(Must be completed) (Circle one)

Library Preference: Please indicate options for location, date, and/or hours of use. While every effort will be made to schedule your meeting site, **we cannot guarantee availability.** (Attach additional sheet, if necessary.)

LIBRARY LOCATION: **DAY/DATE:** **START TIME:** **END TIME:**

- 1) _____
2) _____
3) _____

(One meeting per month per organization) * On Friday and Saturday, meeting rooms are not available after 4:30 PM. Group must be in the library at least one half hour (1/2 hr) prior to closing time. Those meeting rooms with Sunday hours will only be scheduled for use between September 15, 2002, and June 9, 2003.

It is understood by the users that Montgomery County assumes no responsibility whatever for any property placed in any county building or facility in connection with a meeting; and that the county is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

In signing this application, the organization and/or its representative agrees to the stipulations, rules, and regulations on the attached sheet. **(Please read these before signing).**

Signature of Authorized Representative **Date:** _____

Method of Payment: Check / Credit Card (Visa/MC) Number: _____ exp. _____

For office use only

Approved Rental # _____ By: _____ Date: _____

Comments:

In consideration for the use of a meeting room, the organization and/or its representative agrees that:

- (a) It will pay for all damages to any property of Montgomery County resulting directly or indirectly from the conduct of any member, officer, employee, agent, or guest of the organization or any other person in connection with the meeting.**
- (b) It will save harmless and indemnify Montgomery County from and against any and all liability, which may be imposed upon it, for any injury to persons or property, caused by the organization or any other person in connection with the meeting.**

Room reservations will **not** be confirmed without payment. Registration fees are **not** refundable. Incomplete or ineligible applications will be returned to sender. Schedule is subject to change.

Please return your completed application, \$25.00 room reservation fee, a photocopy of your driver's license, and a self-addressed, stamped envelope to: **Office of Community Use of Public Facilities, 600 Jefferson Plaza, Suite 300, Rockville, MD 20852**. Checks should be made payable to **Montgomery County, Maryland**. For Visa or MasterCard payments, please note your credit card number and expiration date where indicated (below your signature.) If you have any questions or require any additional information, please call the Office of Community Use of Public Facilities at 240-777-2706.

Montgomery County Public Libraries will be closed on the following Holidays :

Independence Day -Thursday
July 4, 2002

New Years Day -Wednesday
January 1, 2003

Labor Day- Monday
September 2, 2002

Martin Luther King, Jr's Birthday - Monday
January 20, 2003

Veterans Day - Monday
November 11, 2002

President's Day- Monday
February 17, 2003

Thanksgiving Day -Thursday
November 28, 2002

Easter Sunday - Sunday
April 20, 2003

Christmas Day- Wednesday
December 25, 2002

Memorial Day – Monday
May 26, 2003

In the event of inclement weather, the Department of Public Libraries will record information regarding emergency closings on the County's public information Line at 240-777-6500.

REMINDER – LIBRARY SECURITY

GROUPS MEETING IN THE LIBRARY AFTER CLOSING HOURS ARE RESPONSIBLE FOR THE FOLLOWING PROCEDURES:

Contact person for the group should make sure the group membership leaves promptly at the specified ending time. Library Security has a schedule of all meetings and knows which groups are in the library after hours. They will assume that your group has left at the appointed time and that the library is empty. Contact person for the group should make sure the group leaves by the correct exits and that the doors are secured. (If you are unsure about the exiting procedures, please ask the library staff or call the CUPF Office for information.)

RULES AND REGULATIONS

Meeting rooms in the Montgomery County Public Library System provide an opportunity for bringing together the resources of the County and the activities of the community. To be eligible to use the Montgomery County Library Meeting Rooms, the group or organization must be based in Montgomery County, or be a Montgomery County chapter or branch of a state or national organization. Meeting rooms may be used by *non-profit* groups holding meetings of a civic or educational nature and may *not* be used for public programs by *for-profit companies and/or agencies*. The following regulations must be observed in using the library meeting rooms:

- Organizations or groups may not normally reserve a Montgomery County Library Meeting Room more than **once a month**.
- All gatherings and meetings shall be **OPEN TO THE PUBLIC**.
- Every organization or group will be responsible for **closing windows, turning off lights, and straightening up the meeting rooms at the end of the meeting**. Security of a county facility will remain a county government responsibility.
- The Chevy Chase Community Library, Gaithersburg Regional Library, and Kensington Park Community Library have pianos that may be used for recitals. **In addition to the registration fee, a \$25.00 piano tuning fee is to be paid to the library staff prior to use of piano.**
- Organizations showing films or slides must provide both projector and operator.
- Organizations requiring a public address system must make their own arrangements with an outside company. (Library does not make any equipment available.)
- Equipment belonging to an organization or group using a County facility may not be stored in a County building between meetings.
- Neither the name nor the address of the County building or facility may be used as the official address or headquarters of an organization.
- **No admission fees, promotions or advertising campaigns directed at PROFIT making may be conducted.**
- County communication systems such as telephone, radio, Teletype, etc. will not be used during meeting, to promote future meetings or to disseminate information to members of an organization.
- Posting of bulletins, schedules, posters and announcements, etc., concerning the scheduled meetings shall be limited to official bulletin boards and will require prior approval of the facility manager of the building.
- **All members of the organization and the audience attending a meeting must vacate the county facility by the time shown on the meeting permit.**
- Only light refreshments (e.g. coffee, punch, and non-alcoholic bottled drinks) and snacks (**not meals**) may be served. **All trash generated by the group must be removed from the premises.** The County does not furnish coffee urns, dishes, or other equipment. All rules or regulations of food service for specific buildings will be observed.
- Tipping of county employee(s) is not permitted.
- The Chief Administrative Officer may refuse the use of a county facility if it appears that the use may likely provoke or add to a public riot or a breach of the peace, or create a clear and present danger to the peace and welfare of the county.
- Future privileges, for use of any county facility by an organization or group may be refused for infractions of any of the rules and regulations outlined in this document.